

<b><u>Job Title:</u></b> Supervisory Assistant	<b><u>Directorate:</u></b> Education, Learning and Achievement
<b><u>Post Number:</u></b>	<b><u>Division:</u></b> Schools
<b><u>Grade:</u> 2</b>	<b><u>Business Unit/Section:</u></b> Sir John Nelthorpe School
<b><u>Overall Purpose of Job:</u></b>  Responsible under the direction of the head of the establishment, or such other officer as may be designated by the Authority, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the local Authority.	
<b><u>Main Responsibilities:</u></b>  <ol style="list-style-type: none"> <li>1. Supervision of pupils in the dining hall.</li> <li>2. Supervision of pupils in the playground areas and school premises.</li> <li>3. Cleaning up spillage and ensuring tables are clean in the dining hall.</li> <li>4. Setting up of dining room for lunch break.</li> <li>5. Ensure the maintenance of good order and discipline.</li> <li>6. First aid duties to certificate level.</li> <li>7. Ensure security of access and egress points to premises.</li> <li>8. Time spent before and after duties sharing information/ debriefing.</li> </ol>	
<b><u>Knowledge, Skill and Experience Required:</u></b>  Ability to supervise children whilst eating lunches and on the premises at the lunchtime break.  Basic awareness of first aid.  Basic cleaning skills.	
<b><u>Creativity and Innovation:</u></b>  To be able to settle minor problems between children.	

### **Decision Making:**

To decide when to refer issues to Senior Midday Supervisor

### **Contacts and Relationships:**

Work colleagues daily to pass on any necessary information.

Children daily to engage them in play and social eating at the lunch break.

### **Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)**

None

## **WORK ENVIRONMENT**

### **Work Demands:**

Tasks may be interchanged between the dining hall and the playground.

### **Physical Demands:**

Setting up dining tables on a daily basis.

### **Working Conditions:**

Will be expected to work indoors and outdoors supervising the conduct and safety of the children.

### **Work Context:**

Potentially there could be some risk from abuse from children.

Potentially there could be some risk from bodily fluid when cleaning.

### **Position in Organisation:**

Indicate how many staff the post is directly accountable for: None

### **Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description                      03 June 2019

Date copy sent to Post holder                      .....